

WorkSource Information Notice (WIN)

WorkSource Standards & Integration Division

Number: WIN - 0001
Date: June 17, 2011

TO: Workforce Development System Partners

FROM: Anne Goranson, Assistant Commissioner

SUBJECT: Guidance for Providing WSID with Access to WorkSource System Policies

Purpose:

Nine WorkSource System Policies were developed to provide common direction and standards for integrating Washington's Workforce System between November 1, 2009 and June 11, 2010.

The purpose of this guidance memo is to help establish common system expectations about providing WSID with access to all local WorkSource System policies, plans and associated documents (policy documents).

The WorkSource Standards & Integration Division (WSID) is establishing common system expectations about providing WSID with access to policy documents to help assess WorkSource System Policy implementation statewide, establish a library of resources and best practices to be shared across the state, inform the development of technical assistance services and streamline the preparatory process for monitoring visits.

Action Required:

WSID is requesting that Workforce Development Councils provide WSID with electronic access to newly created or updated policy documents as they are developed, per below:

For any newly created policy documents or policy documents that have been updated or revised and approved at the local level after July 1, 2011, please provide WSID with access to electronic copies within thirty calendar days of the local approval date via one of the below mechanisms:

1. Post the policy documents to the WDC website and send an email to insidews@esd.wa.gov to provide WSID with notification that the policy documents have been posted on the WDC website.
2. Send the policy documents by email to insidews@esd.wa.gov as Adobe PDF files or Microsoft Word documents.

3. Send the policy documents by mail to the following address as Adobe PDF files or Microsoft Word documents saved to either a CD-ROM or a USB-Flash Drive:

c/o Policy & Legislation Unit
WorkSource Standards & Integration Division
Washington State Employment Security Department
128 10th Avenue S.W.
Olympia, WA 98507-9046

References:

- WSID MEMORANDUM: 10-01
(http://www.wa.gov/esd/policies/documents/systems/WorkSource_Information_Memorandum_10-01.pdf)
- WorkSource Initiative Framework, December 2008 (<http://www.wa.gov/esd/1stop/>)
- Washington Works: Strengthening the Workforce for Washington's Future, January 2007

Website:

<http://www.wa.gov/esd/policies/systems.htm>

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